

**SENIOR OFFICIAL AT THE AMERICAN CONSULATE GENERAL
IN JERUSALEM SEEKS PART TIME HOUSEKEEPER**

DUTIES & RESPONSIBILITIES:

Employee will be responsible for the general cleaning, household chores, grocery shopping, laundry, and ironing in the Official Residence; will assist in representational planning; Food Serving for representational events and assisting with cooking as necessary; other duties as assigned.

QUALIFICATIONS REQUIRED:

- Some secondary education or professional job related vocational training **is required**.
- At least two years in a similar work environment or in a customer service oriented position preferably in a hotel or restaurant **is required**.
- Must be able to independently determine when and whether rooms, furniture, rugs, etc. need cleaning.
- Must have good interpersonal skills and the ability to work with others.
- A good working knowledge of spoken English **is required, as is an ability to read English**.

NOTE: All applicants are instructed to address each selection criterion with specific and comprehensive information supporting each criterion.

How to apply:

Interested candidates should apply to Fax #: 02-622-3560 or via e-mail JerusalemHR@State.gov

Position title **MUST** appear on application.